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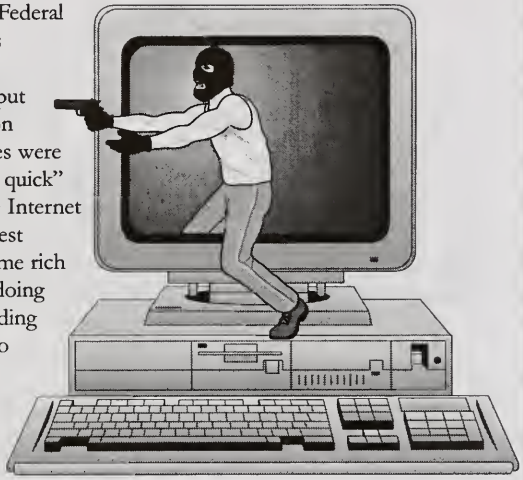
ISD News & Views
May 2000
A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

Internet Security Issues

Recently, two teenagers were arrested for breaking into electronic commerce Internet sites in various countries and stealing credit card information on more than 26,000 accounts and posting some of the information on the web. Many of the credit cards belonged to U.S. citizens. Some of the credit cards were used improperly by people who accessed the sites.



Last month, the Federal Communications Commission for electronic fraud put 1,600 web sites on notice. These sites were hosting "get rich quick" web pages where Internet surfers could invest money and become rich quickly without doing anything but sending email messages to their friends and family.

Some Internet auction sites have also been put on notice. These sites host items for sale. The public then bids on the items and the highest bidder purchases them. The winner sends the money, but the item is not sent.

These are just some of the many ways that the Internet is being used to con people out of money and the Federal government is starting to crack down.

Some very gullible people believe anything they see on the Internet. Everything you read is not true, and caution is needed, especially when making any type of money transaction on the Internet. Here are some tips for using the Internet where money is involved:

- Only purchase items from trusted sources.
- Be sure the transaction is being encrypted or scrambled. Most browsers will have a picture of a lock that appears in the bottom right hand corner of the screen when you enter a web site that has

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Published Monthly by Information Services Division

VOL. 17, NUMBER 11

encryption. If the lock is in the locked position, then the information is being encrypted.

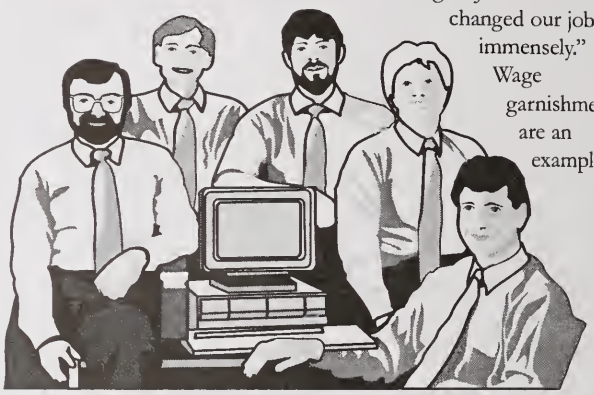
- Never get caught up in "get rich quick" schemes. If it sounds too good to be true, it probably is.
- Check with the site host contact and be sure that all security patches have been applied to their computer systems. Unless the public demands security, some sites will not provide it. The credit card information that was stolen in the example above was obtained by breaking into various computer systems that did not have security patches installed on their equipment.
- Do not trust everything you read. Verify that a company is legitimate before making any purchase from them.
- If you get conned, report it to the authorities.

For more information regarding Internet Security Issues, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or email at lpizzini@state.mt.us.

SABHRS

Behind the Scenes in Central Payroll and Benefits

We've just passed the one-year SABHRS HR/payroll milestone. Let's call time out and visit with John McEwen, State Personnel Division Administrator, and Kari Brustkern, Bureau Chief of the Central Payroll and Benefits Operations Bureau.



According to John "It's changed our jobs immensely." Wage garnishments are an example.

On average, one hundred employees have wages garnished for purposes other than child support enforcement. Under the old payroll system, initial paychecks were issued for these employees. But because the old system couldn't calculate garnishments, those initial checks were pulled, cancelled and manually recalculated. Then an all purpose warrant was issued several days later. Under SABHRS, these calculations occur within the system. "There is less manual work and employees are paid on time," notes Judy Carter, Payroll Technician.

Another major change is the off cycle paycheck feature of SABHRS. Under the old payroll system, if employees were paid incorrectly (and they were – an average of five to ten each pay period!) an all purpose warrant was produced off the state's accounting system. Central payroll staff made manual entries to record taxes, deductions, and year to date balances for things like vacation and sick leave.

Calendar of Events

May

3 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

31 Information Technology Advisory Council (ITAC), 8:30-Noon, Rm 111, Metcalf Bldg.

June

1 Geographical Information Services (GIS), Butte/Silver Bow Courthouse, Butte, 8:00 am - 3:00 pm

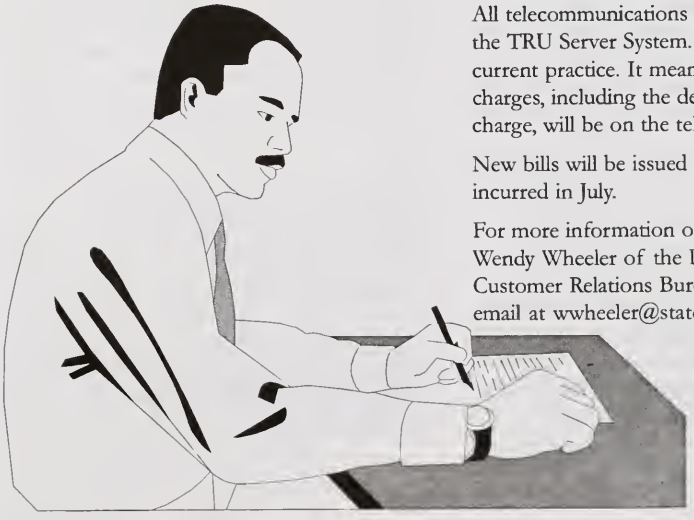
7 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

SABHRS improves this process. Incorrectly paid employees receive an 'off cycle' paycheck from the payroll system. Taxes, deductions, and updating of records occur automatically. Once again, work that was previously done off the system is now being accomplished within the software. "We're continually looking for new ways to have the system do the work for us," notes Kari Brustkern. "It just makes sense from a workload perspective." And best yet, our one-year anniversary payroll resulted in just 15 off cycle checks!

The look of the SABHRS paycheck was the most visible aspect of the new system. Unlike the old system, SABHRS provides employees with year-to-date deduction information for all deductions (credit union, charitable, and union dues, for example). The old system simply provided employees an aggregate balance. An hourly wage rate is shown employees and the pay advice is better organized and understandable.

"There are certainly a lot of remaining challenges," notes John McEwen. For example, John would like to challenge every agency to follow the Department of Transportation's lead in mailing all pay checks and advices rather than hand distributing them. "I think a cost benefit study would show that mailing is the way to go," according to John.

For more information contact John McEwen of the State Personnel Division at 444-3894, Outlook or email at jmcewen@state.mt.us.



New Billing Systems at ISD

With the change of fiscal year, ISD will be implementing two new billing systems, one for computing charges, and one for telecommunications charges. Both new systems will give the Division increased flexibility in collecting data, describing rates, and presenting bills.

CIMS

The CIMS product is mainframe based. It replaces the current charge back system that is approximately 13 years old. It will be used for mainframe charges (including tape and disk), mid-tier charges, I/O, COM, printing, and hourly rates. The new system will also allow for service level agreement billing and make it easier to bill for one-time charges. Invoices will continue to be delivered and manipulated through the Report Distribution System and Docuanalyzer.

TRU Server Telemanagement System

TRU Server is an Oracle database with a Windows interface. It is **much** more user friendly and will allow greater query and report-writing capability. It includes an attendant directory, a work-order system, a premises wiring administrator, extensive inventory capabilities and the ability to reconcile records against the PBX. Future plans include the addition of a problem-tracking module.

Same Charge, Different System

All telecommunications charges will be billed thru the TRU Server System. This is a change from current practice. It means that all SummitNet charges, including the desktop data connection charge, will be on the telecommunications bill.

New bills will be issued in August, for charges incurred in July.

For more information on the projects, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at wwheeler@state.mt.us.

DocumentDirect Release 2.2 Now Available

DocumentDirect is the Windows interface which allows users to view reports on-line. While it is currently used primarily to view reports captured by the ViewDirect (RDS) report distribution system, it can be used to view most any report.

As of May 1, 2000, DocumentDirect version 2.2 is available to all users. This version provides some new features as well as enhancements to some old ones. Below is a list of the most significant changes you will see with this newest version of DocumentDirect.

- The most significant new feature of DocumentDirect 2.2 is a powerful new way to export data. This feature lets you view report pages and define the fields from which you want to export data. This definition can then be saved so that it can be used with other versions of the same report or with reports with a similar format. For many reports, this feature makes it much easier to export specific fields of a report as opposed to exporting entire pages of the report.
- A **Refresh** button was added to the Document Explorer toolbar so that the user can refresh the list of versions of reports without having to close the Document Explorer window.
- The user may now customize the user interface. You can move the DocumentDirect toolbar to any location on the desktop. You can graphically configure toolbar and menu contents. You can create and use multiple toolbars. You can create new commands that execute scripts and program files.
- Text buttons (**Open, Locate, Cancel, Help**) in the Document Explorer Window were replaced with graphical toolbar icons.
- You can specify the number of pages the **Find** command will search. Previously, searches were performed in 500-page units. In the **Find** dialog, you can limit searches to the current report section.
- You can print documents in background mode and continue working while documents are printing. You can view the DocumentDirect Print Manager window to check the status of print jobs.
- A new **Fit Best** option scales a document to fit the printer paper size while maintaining the proper width and height ratio. The document is scaled so that it uses as much of the printed page as possible. The scale for printing is independent of how the document is viewed on the screen.

This new version of DocumentDirect may be installed from the Value Added Server (VAS). Instructions for the installation are also available on the VAS at **guest:rds\instal22.doc**. If you do not have access to the VAS, we can email the installation instructions and make the software available on CD. It is not urgent that you immediately install DocumentDirect 2.2. However, the vendor of DocumentDirect, Mobius Management Systems, has announced that it will discontinue support of DocumentDirect 2.1 as of October 15, 2000. Therefore, ISD's report distribution support team will also drop support of 2.1 as of that same date. If you call with a problem related to DocumentDirect 2.1 after that date, you will be asked to install version 2.2 before the problem is pursued.

For assistance with the installation of DocumentDirect or any aspect of report distribution including ViewDirect, DocumentDirect, or DocuAnalyzer, contact the Computing Operations Bureau: Jan Lewis at 444-2901, Outlook or email at jalewis@state.mt.us or Dave Smith at 444-2857, Outlook or email at dasmith@state.mt.us or Sylvia Slocum at 444-3336, Outlook or email at sslocum@state.mt.us .

April ITMC Meeting

The Information Technology Managers Council meets monthly to review technology issues affecting the State of Montana enterprise. The group met on April 5, 2000.

- The council adopted the federal metadata standard for GIS applications
- The council approved a proposal for scheduling network downtimes on the first and third Sundays of the month, from 7 am to 11 am. However, it is understood that if this window of time proves unsatisfactory, it will be revisited.
- The council adopted Windows 2000 Desktop as a state standard operating system. It is recommended that the product be deployed as part of an agency's hardware replacement cycle. See the *Windows 2000 Desktop Recommendation* article in this issue.
- The Windows 2000 Server OS subcommittee's research indicates that enterprise directory services will be critical to the success of any e-government initiatives the state tackles. The issue of enterprise directory services will go in front of ITAC at its April meeting.
- The NetWare 5 Conversion project has converted 131 of the 255 servers in the NDS tree to NW5. Helena servers will be complete by May 15, with the rest of the state targeted for completion by July 1, 2000. The NetWare 3 to NW5 deployment will be complete by September 1, 2000.
- The work on the anti-virus RFP is complete. McAfee was chosen for services on desktop, laptops, file servers and midtier computers. Sybari Software will provide protection for Exchange and any external gateways.
- ISD has begun installation of two servers to provide Dynamic Host Configuration Protocol (DHCP) services. Testing will be done over the next month with ISD as the pilot agency. Contact Lynne Pizzini of ISD if your agency is interested in DHCP.

Complete meeting minutes are available on the ISD web site at **http://www.state.mt.us/isd/groups/itmc/index.htm**. For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at wwheeler@state.mt.us.

Windows 2000 Desktop Recommendation

Following is a condensed version of the "Windows 2000 Desktop Recommendation" document presented to ITMC at their April meeting.

Microsoft released Windows 2000 on February 17, 2000. Windows 2000 is now available on PCs off

the State's term contracts and will eventually become the default Operating System (OS) on new PCs. The state standard desktop OS has been Windows 95/98 for many years, and that is the predominant desktop OS in state government today. Two choices loom on the horizon as the next generation desktop OS. They are Windows 2000 Professional, and Windows Millennium Edition (ME). Microsoft's intent is that Windows 2000 is the corporate desktop OS and Windows ME is the consumer desktop OS. ISD recommends Windows 2000 as the next generation desktop OS rather than Windows Millennium Edition.

Feature Improvements

The improvements of Windows 2000 are profound and immediately noticeable, especially if you're moving up from Windows 95 or 98. Windows 2000 is much less prone to system crashes, thanks to memory protection. Ill-behaved programs can't lock up the rest of your system, and the dreaded Blue Screen of Death—a system crash typically caused by a poorly written hardware driver—is practically non-existent. If your PC is reasonably up-to-date, setting up Windows 2000 is easy. A clean install takes an hour or less (upgrading over Windows 95 or 98

takes longer because of the extensive compatibility checks the Setup program runs). Everyday administrative tasks are easier as well. The administrative tools of NT have been consolidated into the Microsoft Management Console (MMC). Windows 2000 is more hacker-proof than previous Windows versions. The list of new security features includes:

- Support for the Kerberos protocol, which sends encrypted passwords over a network instead of clear text.
- A check box that turns on the Encrypting File System and scrambles every file on your hard disk
- Smart cards and other physical identification systems to prevent access by anyone but authorized users—for those who don't trust passwords.
- Windows 2000 is compatible with thousands of mainstream business programs, and Microsoft's hardware compatibility list is impressively long.
- Windows 2000 supports the fast-growing list of devices that connect to a PC via Universal Serial Bus (USB) or a FireWire port.
- A new feature called Windows File Protection watches over crucial system files (i.e. DLLs). If a Setup program replaces one of these files with an outdated or unauthorized version, Windows 2000 silently restores the correct file. Plug-and-Play support has been added to the NT kernel.
- Fax Services have been added, allowing the user to send and receive faxes through a separate Fax Queue (just like a printer), or through various fax-aware applications.
- Support for the 32-bit CardBus interface for PCMCIA devices (mobile computers) has been added.

Hardware Requirements

ISD recommends that the minimum PC configuration, for existing PCs, to adequately run Windows 2000 is a Pentium 166 or higher, 64MB RAM, 12 GB disk space with 1 GB free space. Keep in mind that this is a **minimum** PC that will run Windows 2000 and that 128MB RAM is strongly preferred. ISD is not recommending migrating low end PCs to run Windows 2000. For new PCs, the minimum purchase level should be a Pentium III 700 MHz, 128MB RAM, 12 GB disk space.

Application Compatibility

ISD has tested the major state standard applications. Some software requires version upgrades or changes, but all major applications functioned properly. The applications listed below were successfully installed, run through basic functionality testing and migrated correctly:

- Word
- Excel
- PowerPoint

The following need to be manually re-installed after migrating to Windows 2000:

- Outlook
- McAfee VirusScan 4.03
- Novell Client Versions 3.10 and 4.3
- Attachmate Extra 6.4
- PeopleSoft Financials and Human Resources
- MBARS 2000

Although the major State standard software and applications listed above have been tested on the Windows 2000 OS, ISD is recommending each agency test their specific applications to verify that they will migrate properly and/or run properly using the Windows 2000 OS.

Deployment Issues

ISD is in agreement with Gartner that "the most cost-effective strategy for deploying Windows 2000 will be a phased migration that deploys new or replacement systems with Windows 2000, as opposed to upgrading installed systems." Gartner also states: For most mainstream enterprises, our recommendation is to go through a gradual migration, buying new machines preloaded with Windows 2000 (assuming the enterprise has tested its applications and can support the new operating system) which are purchased to replace units that have reached the end of their depreciation cycles. This puts most companies at a complete conversion by 2003. Such an approach wastes no depreciation, provides time for support staff to transition, and permits smoother server migration and the establishment of functionality which delivers the strong benefits of Windows 2000. ISD recommends that Windows 2000 be deployed on new PCs as part

of the hardware replacement lifecycle. Existing PCs should not be upgraded unless necessary due to the high migration costs.

Support Issues

Vendor support of previous software releases varies from vendor to vendor. Microsoft has a track record of supporting old versions longer than the industry standard of current version and one version back. The State's IT staff currently supports a wide variety of platforms and applications. Supporting a mixed environment has staffing level impact, as does the migration to any next generation OS or application. Utilizing the new features offered in Windows 2000 (such as improved reliability, better administrative tools, and Windows file protection) will eventually lead to an environment that is easier to administer and more cost effective to support. However, during the transition, agencies will realize the added cost to support both operating systems. The phased migration to Windows 2000 will cause agency LAN administrators to support Windows 9x, NT, and Windows 2000 desktops. This will increase the support workload for each administrator. Each agency LAN administrator will also need to be fully trained in implementing, utilizing, and supporting Windows 2000.

Training Issues

Enterprises must develop some level of Windows 2000 expertise prior to any migration.

Although some agencies have IT staff skilled in NT, most agencies have little or no NT skills compared with Windows 9x and NetWare. Deployment of Windows 2000 as a desktop OS will require significant training for IT staff, especially for those with administrator responsibilities. If this will be an enterprise deployment it is important that the administrators all have a good working knowledge of Windows 2000. Windows 2000 does not bring significant changes to the Windows user interface. Therefore, user training will be minimized, but cannot be completely ignored. ISD recommends that both the State's IT staff and the end-user need training in Windows 2000. The State's IT staff will need more in-depth training, while the end-user will be adequately trained in a much shorter class.

Cost Issues

Costs may include the OS, hardware upgrades or replacements, user and administrator training, design, testing and implementation. Windows 2000 is available on PCs purchased off the State's term contracts and will become the default OS on new PCs starting in the third quarter 2000. Until that time there is an additional cost of approximately $70 per PC to have Windows 2000 pre-installed on new PCs, instead of the default Windows 98. META states: "We believe the Windows 2000 client migration will cost about $800 per client in a medium-complexity environment. ISD recommends that Windows 2000 be deployed on new PCs as part of the hardware replacement lifecycle. This will ease some of the financial and support costs in migrating to Windows 2000. Existing PCs should be upgraded only if necessary.

If you have any questions concerning this article, please contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook email, or email at ivavruska@state.mt.us.

The complete text of the *Windows 2000 Desktop Recommendation* presented to ITMC can be found on the Value Added Server at **\\Guest\ITMCInfo\Reports\Windows 2000 Desktop Draft1.Doc.**

Outlook 2000

Choosing a Message Format for a Recipient

Different email programs use different message formats. You may choose a message format that allows formatted text (bold or colored fonts), bullets and pictures. The person you are sending to, on the other hand, might not be able to see the formatting if his email program doesn't support formatted messages or pictures. You can choose the format to use depending on what you are sending and what email program the recipient is using.

Types of Message Formats:

Plain text: A format that doesn't support text formatting (bold, italic or colored fonts). It also doesn't support pictures displayed within the message body; pictures can be sent as attachments, however. Plain text is compatible with **all** email programs.

HTML: A format that does support text formatting and pictures, HTML styles and Web pages. Stationery and signatures can be used with this format option. Most popular email programs support this format.

Rich Text Format (RTF): This is a Microsoft format that supports text formatting, bullets and alignments. You can use signatures with RTF. Rich Text can only be read by other Microsoft Exchange Clients, with the exception of Outlook Express (which cannot read RTF). Meeting requests and tasks can also be sent in Rich Text.

Changing the Default Message Format:

On **Tools | Options | Mail Format**, indicate which format will be your default in the "Send in this message format" list.

Changing the Message Format for a specific message:

On the Actions menu, highlight **New Mail Message Using** and choose the format you want for the message you are sending.

Messages that you reply to or forward are automatically formatted as in the original message.

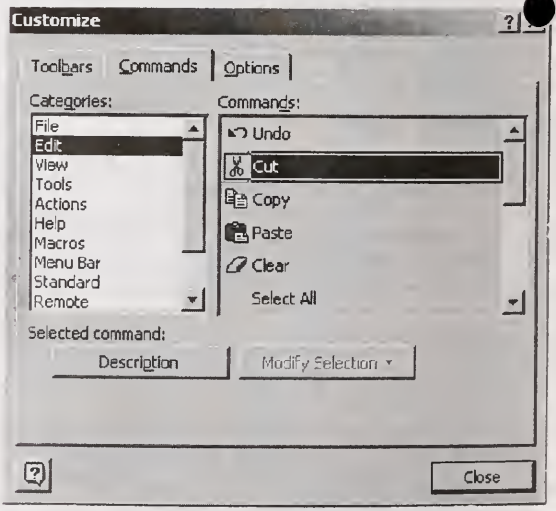
If you have any questions about this article, please contact Candy Kirby of the End User Systems Support at 444-1542, Outlook or email at ckirby@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

Outlook 2000

Custom Toolbar

The Outlook Toolbar contains shortcuts to commonly used actions, such as **Print, Reply**, and **Find**. You may use many of these toolbar items, or only a few. There is an easy way to customize the toolbar so that it contains only the actions that you want quick access to, and you can add actions that aren't on the toolbar by default.

To customize the toolbar, start by right-clicking on any part of it. You will see a menu that has five options: Standard, Advanced, Remote, Web, and Customize. Choose Customize, and you will see a window like the one below:



On the Commands tab, select the menu item in the left pane to view the actions that you can add to the toolbar, which appear in the right pane. To add one of these actions, simply click and drag the action onto the toolbar. You can remove existing actions from the toolbar by clicking and dragging them off

If you do not like the changes you make, you can go back to the default configuration easily. In the Customize window, click on the Toolbars tab and hit the Reset button.

If you have any questions about this article, contact Hunter Coleman of the End User Systems Support at 444-2858, Outlook or email at hcoleman@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

Word 2000

Create Bullets with Special Bullet Symbols in Word 97/2000

In Microsoft Word 97/2000, you are no longer limited to the bullet symbols listed in the Bullets and Numbering dialog box. Instead, you can use almost any symbol for your bullet that's available with the fonts you have installed. To change the bullet character, click in the paragraph you want bulleted, and then click **Format|Bullets and Numbering**. Select a bullet format, and then click Customize. Under Bullet Character, click the Bullet button. In the Symbol dialog box, select the font that has the symbol you want to use, click the appropriate symbol, and then click OK. Enter any additional information in the Customize Bulleted List dialog box, and then click OK.

This will replace whichever bullet you originally selected with the newly selected symbol. To reset this bullet back to the original, simply select **Format|Bullets and Numbering**, select the bullet format you wish to reset, and click the Reset button.

Spice Up Documents with Picture Bullets

In Microsoft Word 2000, you can enliven your document or Web page by creating a picture bulleted list. First, select the items you want to add picture bullets to. Click **Format|Bullets and Numbering|Bulleted.** Click **Picture|Pictures**. Then select and insert the picture bullet you want.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 Outlook or email at hmann@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000. Portions of this Microsoft Office tip were made possible by the Office Update page from the Microsoft web page - **http://officeupdate.microsoft.com.**

SHORTCUTS

Word 2000

Handy Font Shortcuts

Changing the Default Font

Times New Roman is a nice all-purpose font, but it's not for everyone (including myself). Some prefer the clean European lines of Arial, while others like the dignified Poor Richard. I lean toward Franklin Gothic Book. If you're tired of looking at Times New Roman when you open a new document in Word 2000, changing your default font is easy. Open a blank document by going to **File|New** then **Format|Font** and choose a new font and size. Finally, click the Default button, and this font becomes the default for any document created using the Normal template.

Changing Font Size

For those in a hurry, there is a quick, mouse-free way to adjust font sizes. By typing *Ctrl-Shift->* or *Ctrl-Shift<* you can increase or decrease, respectively, your font size by the incremental values specified in the Font pull-down menu. For more pinpoint adjustments, press *Ctrl-Shift-]* or *Ctrl-Shift-[* to increase or decrease, respectively, the font size by one point.

Toggle Upper/Current Case

You may already know that you can quickly toggle the case of selected text by pressing *Shift-F3.* Each time you press *Shift-F3,* the selected text's case cycles from lower case to title case (sentence case in Word 95) to upper case.

the sky is blue + *Shift-F3* = The Sky Is Blue

The Sky Is Blue + *Shift-F3* = THE SKY IS BLUE

THE SKY IS BLUE + *Shift-F3* = the sky is blue

A lesser known case-toggling keyboard shortcut you'll be sure to get some use from is the *Ctrl-Shift-A,* Word toggles the lower-case letters to upper-case.

The sky is blue + *Ctrl-Shift-A* = THE SKY IS BLUE

THE SKY IS BLUE + *Ctrl-Shift-A* = The sky is blue

A word of warning: the + *Ctrl-Shift-A* shortcut works just like the Caps Lock Key. If you don't select any text before pressing + *Ctrl-Shift-A* and begin typing your text will all be upper case. To turn the feature off, press + *Ctrl-Shift-A* again.

Mouse Free Bold, Italics, and Underlines

Press *Ctrl-B* to toggle between **bold** and the regular font.

Press *Ctrl-I* to toggle between *Italics* and the regular font

Press *Ctrl-U* to toggle between Underline and the regular font.

If you have any questions about this article please contact Theresa Hayter of End User Systems Support at 444-0751, or email at thayter@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff, or call the ISD Customer Support Center at 444-2000.

SYNONYMS

Word 2000

Find Synonyms

When you're writing a letter, novel, or memo, writer's block is often leering around the corner. Luckily, Word 2000 can help you spruce up your writing with its Synonyms feature. To find synonyms for a word you've typed, simply right-click on it and then choose Synonyms from the resulting shortcut menu. You'll see a list of synonyms for the word you've selected; simply click on the preferred one and Word replaces the selected word with the new word. Occasionally, Word is even able to offer antonyms to the word you select (this will be followed by the word "Antonym" in parentheses). If you don't find a word you like, select Thesaurus at the bottom of the list to access Word's thesaurus.

This article was taken from Software School, Inc. If you need help or have any questions on this article please contact Carl Haller of End User Systems Support at 444-2072, Outlook, or email at challer@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff, or call the ISD Customer Support Center at 444-2000.

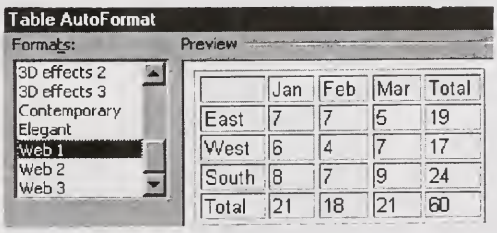
TABLES

Word 2000

Tables

Apply Web Style Formatting to Your Word 2000 Table:

You can format tables for Web pages or leave the format as it is when the table is initially created. To get a "Web look," you can apply one of the new Web style formats. To automatically apply the formatting, click **Table | Table AutoFormat**, and then click the desired format you want in the Formats box.



Creating Complex Tables in Word 2000
It's easy to create complex tables with different numbers of columns in some rows or a different number of rows in some columns by using **Table | Draw Table**. Just click the Draw Table tool and draw a table directly on your document, the same way you'd draw a table on paper. To make changes, use the Eraser tool (Tables and Borders toolbar) to erase a line or row just as if you were using an eraser on paper.

If you have any questions about this article contact Mike Moller of End User Systems Support at 444-9505, or email at mmoller@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

Word 2000 PAGE NUMBERS

Placing Page Numbers In The Left Or Right Margins

When you insert page numbers into a document, they typically appear in either the header or footer of the document. You can also put page numbers into the left or right margin. To insert page numbers into a margin, first select **Insert|Page Numbers** as you would normally. Then go to **View|Headers and Footers**. Move your cursor over the number, and the cursor will turn into a directional icon. Grab the small box that contains your page numbers; drag the box into the left or right margin, wherever you would like the page numbers to appear; and release. Your subsequent pages will follow suit

For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at ivavruska@state.mt.us . If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000. This tip is adapted from www.tipworld.com.

Word 2000 PARAGRAPHS

Creating Paragraphs In A Numbered List

If you're entering text in a numbered list and you find yourself frustrated because you need to add paragraphs but you can't do so without adding numbers, you should know that there's a simple solution. Press Shift-Enter instead of just Enter. Word 2000 recognizes Shift-Enter as a line break and not a paragraph break, and it doesn't insert a new automatic number. When you're finally ready to move on to your next numbered item, just press Enter as you would normally.

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Word 2000 BARCODES

Adding The Delivery Point Barcode To An Envelope

When printing an envelope using Word 2000, it pays to add the Delivery Point Barcode to your envelope to help speed mail processing. This barcode contains information about the address of your letter that can be read by postal machines, theoretically speeding the mail delivery process.

Select **Tools|Envelopes and Labels|Options**. Check the Delivery Point Barcode box and click OK. Your letter just might get there a day early.

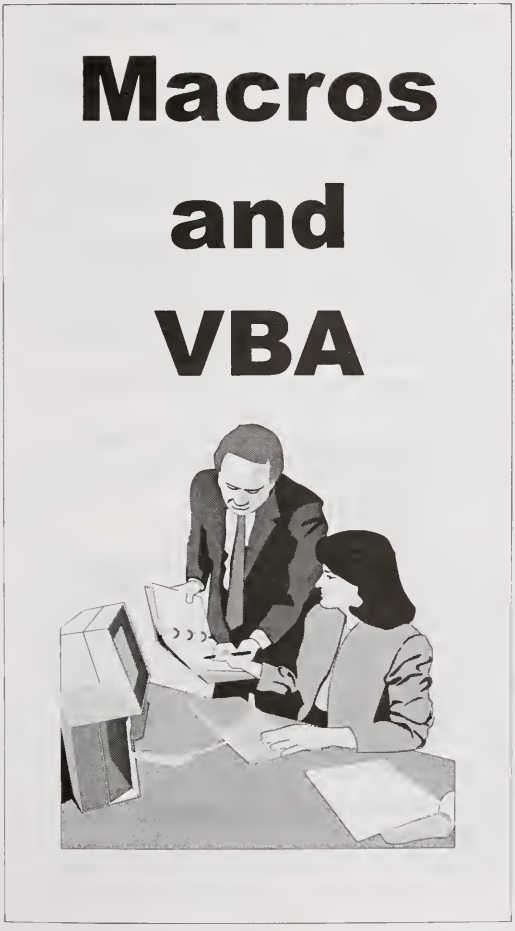
For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at ivavruska@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000. This tip is adapted from www.tipworld.com.

Macros

Converting WordPerfect Macros to Microsoft Word, Visual Basic for Applications

Converting Dialog Boxes and Menu Lists

Visual Basic fully supports Windows, including the ability to create custom dialog boxes. Dialog boxes are most often used to collect information from the user; for example, their name, address, and phone number. Click the **OK** button, and the Visual Basic code reads the values provided in the dialog box, and uses them accordingly. The code may use the name, address, and phone number to create a custom letter, or to fill out a simple database stored in Word document format.



WordPerfect for DOS lacks the means to create dialog boxes. Rather, complex menus and other elements of user interface must be created "from scratch" in WordPerfect for DOS. One common method to create a screen menu in WordPerfect for DOS is with the **{PROMPT}** command, positioning characters (including line-draw characters) to produce the image of a pop-up box or menu. Any WordPerfect macro programmer who has taken the time to construct such a menu knows the amount of time and effort required.

The WordPerfect for Windows macro system supports dialog boxes. A simple dialog box editor comes with the program (version 6.1 and later). With this editor, you can construct a dialog box by dragging controls (text boxes, push buttons, and so forth) onto a blank dialog box template. The definition for the dialog box is contained in a separate portion of the macro file, and is not readable, except by WordPerfect.

Visual Basic provides a fully functional and sophisticated dialog box editor. This editor allows you to build almost any dialog box (known as a UserForm in Visual Basic Editor) by selecting controls from a palette, and placing them on the dialog box.

Each UserForm control supports a series of "events," such as clicking or double-clicking (the events are different for each type of control). Using event routines, you can perform a specific action when the user chooses a control on the user form. To create a UserForm, click **UserForm** on the **Insert** menu in the Visual Basic Editor. This action creates a blank UserForm and displays a ToolBox window with a number of UserForm controls.

These controls include:

- **ComboBox** – In its typical form, combination text box and list box.
- **CheckBox** – Non-exclusive option selection; click to turn the option on or off.
- **CommandButton** – A push button used to initiate an event.
- **Frame** – Creates a functional and visual grouping of controls.
- **Label** – Static text that doesn't change. Use labels for explanatory text.

- **OptionButton** – Shows the selection status of an item. Note that each **OptionButton** in a **Frame** control is mutually exclusive.
- **SpinButton** – Entry box for specifying values; up/down push buttons lets you select a value with the mouse.
- **TabStrip** – Collection of tabs for selecting different sets of options in a dialog box.
- **Image** – Displays a picture.
- **TextBox** – Entry blank for writing text. You can make the box almost any size you want.

For more information on a particular type of control, add one to a form, select it, and press F1.

For information on adding controls and otherwise customizing the **ToolBox**, press F1 with a form selected, click **Help Topics**, switch to the **Contents** tab, and expand **Microsoft Forms Design Reference**.

Once you have added a control to a UserForm, you can write code that will run when one of its events is triggered. For example, you can write an event procedure that will run every time a button is clicked, as shown below.

```
Private Sub CommandButton1_Click()
MsgBox "The button was clicked"
End Sub
```

To write an event procedure for a control, double-click the control to display the code associated with the control in the **Code** window. In the **Procedure** drop-down list, click the event you want to write a procedure for. The code you write in this procedure will automatically run when the specified event occurs on the specified control.

For more information on creating dialog boxes, see the UserForm topics in Visual Basic Help or refer to Chapter 12, *ActiveX Controls and Dialog Boxes*, of the Microsoft Office 97/Visual Basic Programmer's Guide.

If you have any questions on this article please contact Jerry Kozak of End User Systems Support at 444-2907, Outlook or email at jkozak@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

Announcing the PL/SQL Developer Software!

The Information Services Division has acquired a site license for PL/SQL Developer. Any State of Montana employee can utilize this tool. Also, tracking individual usage isn't required and sub-contractors can also utilize the tool while working on government projects.

Up to now you might have been working like this:

- You use a text editor to write program units (procedures, triggers, etc.).
- You use Oracle SQL*Plus to compile the source files.
- If there is a compilation error, you have to find out where it is located in the source file, correct it, switch back to SQL*Plus to recompile it, only to find the next error.
- You use SQL*Plus or the client-part of your application to test the program unit.
- In case of a runtime error, again you have a hard time locating the cause of the problem and correcting it.
- You use the Explain Plan utility or tkprof to optimize your SQL statements.
- To view or modify other objects and data in your database, you use SQL*Plus or yet another tool.

These tasks-editing, compiling, correcting, testing, debugging, optimizing and querying can all be performed without leaving PL/SQL Developer's IDE. Furthermore, PL/SQL Developer provides several other tools that can be helpful during everyday PL/SQL development.

A detailed description of use and functionality can be found at:

http://www.allroundautomations.nl/plsqldev.html

How to Download

Product and instructions for installation can be found at:

file://doa_vas_001:sys\guest\oracle\plsql developer
or it can be downloaded as:

http://www.allroundautomations.nl/registered/plsqldev30.zip

The manual is a Word document included with the distribution. There is no online help.

System requirements

PL/SQL Developer is a 32-bit application for Windows. Therefore, you must have at least Windows 95 or Windows NT 4 installed on your workstation. To connect to an Oracle database, PL/SQL Developer requires a 32-bit version of SQL*Net.

For more information on PL/SQL Developer or any Oracle tools contact Steven St. John at 444-2910, Outlook or email at sstjohn@state.mt.us or Barry Fox at 444-5895, Outlook or email at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, Outlook or email at tnoble@state.mt.us or Tom Rediske at 444-1593, Outlook or email at trediske@state.mt.us.

Dial-up Data Network Access Training for End Users

While traveling on State business do you need access to the mainframe, email, or files stored on your network server? Do you have a need to access these same resources from your home? If you answered yes to either of these questions and would like to learn more then sign up for this training session. Learn what you can do with your home or Laptop PC and a modem.

This is a one-hour seminar that covers the following:

- Dial-up Configuration
- Services Available
- Dial up Networking Terminology
- Future of Remote Network Access

- Date: Thursday, May 25, 2000
- Time: 9:00–10:00 am
- Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

Special Class via METNET:

Computer Security Training for State Employees

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of email and the Internet
- user responsibilities

Date: Thursday, May 18, 2000
Time: 8:30–10:30 am
Location: Bozeman, Butte, Great Falls, Helena, Kalispell, Missoula
For registration, more information, and specific location in these areas, please contact Lynne Pizzini (lpizzini@state.mt.us) of ISD at 444-4510.

Project Management Training

Project Management for Information Systems

** April class rescheduled for June

June 19 – 21, 2000
8:30 – 5:00
2550 Prospect, room A
Cost: $700 (discount if 20 or more attend)

Features of the class:

- Our facilitators bring real-world experience to every workshop
- You will be led, not lectured, through a hands-on case study
- As a team, you will work through scenarios providing an experimental environment where you can take risks and make adjustments based on your results before taking on big projects
- You will learn concepts and techniques applicable to any project, tool, or IT methodology
- You will learn information consistent with the Project Management Institute's Project Management Body of Knowledge (PMBOK)

You will discover how to:

- Develop a project plan from formulation to implementation, and learn how to successfully present it to management
- Use different Systems Development Life Cycles (SDLC)
- Build a Work Breakdown Structure (WBS)
- Use a Network Diagram to display a Project Evaluation and Review Technique (PERT) chart
- Use the Critical Path Method (CPM) in the Network Diagram to ensure the correct project duration
- Estimate and schedule IT project tasks
- Apply resources to a project plan
- Explore different personality types and learn how they affect project management

More detailed course information is available on the ISD website at: **http://www.state.mt.us/isd/current/training/index.htm** To register, email Lois Lebahn of Information Services via Outlook or at llebahn@state.mt.us. For other questions, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at wwheeler@state.mt.us.

Training Calendar

Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at the Ray Bjork Campus, 1600 8th Avenue, Helena.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, **you must send or deadhead a State Training Enrollment Application** to

State Training Center, HCT
Helena, MT 59601

If you have questions about enrollment, please visit our web site at **www.hct.umontana.edu**, call 444-6821 or email to 'Helena College of UM'.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. *HCT is also willing to schedule specific classes by request for state agencies.*

HCT

State Training Calendar

	Prerequisites	Dates	Cost	Hours
Data Base Classes				
Intro to Oracle	Windows 95/98	May 10-11	200.00	14
Discoverer 3.0	Windows 95/98	TBA	100.00	7
SQL/PL-SQL	Intro to Oracle	TBA	300.00	21
Oracle Developer 2000 & SQL/PL-SQL	Intro to Oracle	TBA	**400.00	28
Oracle Designer	Oracle Dev; SQL/PL-SQL recom	July 10-21 am	**500.00 + book	35
Access 2000	Windows 95/98	Jun 27-28	200.00	14
Visual Basic for Access 2000	Access 97/2000	TBA	200.00	14
Data Network/Mainframe Classes				
NetWare 5		May 15-26 am inc. book	544.95	35
Microcomputer Classes				
Visual Basic 6.0 ***NEW***	Windows 95/98	May 15-26 am inc. book	554.40	35
Windows 98	N/A	May 9	100.00	7
Outlook 98	Windows 95/98	May 4 pm Jun 8 am Jul 13 am	FREE	3
Adv. Outlook 98	Outlook 98	May 4 am	43.00	3
Intro to Word 2000	Windows 95/98	May 1 Jun 6 Jul 11	100.00	7
Intermediate Word 2000	Intro to Word 97/2000	May 3 Jun 13 Jul 18	100.00	7
Macros for Word 2000 (VBA)	Interm Word 97/2000	TBA	200.00	14
Creating Forms in Word 2000	Interm Word 97/2000	TBA	50.00	3.5
Intro to Excel 2000	Windows 95/98	May 10 Jun 7 Jul 12	100.00	7
Intermediate Excel 2000	Intro to Excel 97/2000	May 23 Jun 14 Jul 19	100.00	7
Advanced Excel 2000	Interm. Excel 97/2000	TBA	50.00	3.5
Graphing in Excel 2000	Interm. Excel 97/2000	TBA	50.00	3.5
Internet	Windows 95/98	TBA	50.00	3.5
Building Web Pages (FrontPage 2000)	Internet	May 2-3 Jul 25-26	200.00	14
PowerPoint 2000	Windows 95/98	May 16-17	200.00	14
Microsoft Project 98	Windows 95/98	TBA	200.00	14

SABHRS (MTPRRIME) Classes

	Dates	Cost	Hours
PS Query/Crystal Reports	May 31 – Jun 1	200.00	14
Document Direct Plus! (version 2.2) ***NEW***	May 24 am Jun 27 pm Jul 25 pm	50.00	3.5
End-User Tools for SABHRS Reports For Accounting & Payroll Technicians (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)	May 2 pm Jun 7 am Jul 12 am	50.00	3.5
End-User Tools for SABHRS Reports For Managers & Budget/Accounting Analysts (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)	May 2 am Jun 7 pm Jul 11 am	50.00	3.5
More SABHRS Classes for MANAGERS			
SABHRS Overview for Managers & Fiscal Officers	May 3 am Jun 13 am Jun 27 am Jul 18 am Jul 25 am	50.00	3.5
SABHRS: Accessing Information for Revenue, Expenditure, and Budget Analysis	May 5 am Jun 14 am Jun 28 am Jul 19 am Jul 26 am	50.00	3.5
Financial Modules			
GL1: Basic Journal Entries	May 4 Jun 8 Jul 13	100.00	7
GL3: General Ledger Budget Management	May 17 Jun 15 Jul 27	100.00	7
Accounts Payable	May 9 Jun 29	100.00	7
Accounts Receivable	May 23	100.00	7
Asset Management	May 11 Jun 6	100.00	7
Purchasing	May 18 Jul 20	100.00	7
Human Resource Modules			
Time & Labor	May 10 Jun 22	100.00	7
Managing Position & Employee Data	May 16 Jun 21	100.00	7
Training Administration	TBA	50.00	3.5
Applicant Hiring Process	TBA	29.00	2

Prerequisites may be met with consent of Instructor.
*High Estimate - Cost may vary depending on travel expenses & # of students
**The Outlook 98, Oracle Designer and Oracle Developer class fees are recovered through the monthly data network rate and paid for by ISD.

State Training Enrollment Application

Course Data

Course Requested: _____
Date Offered: _____

Student Data

Name: _____
Agency & Division: _____/_____
Billing Address: _____
Phone: _____
E-mail Address: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

_____
_____

Billing Information/Authorization *Mandatory*

Agency #: ___ ___ ___ ___ ___

Authorized Signature: _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

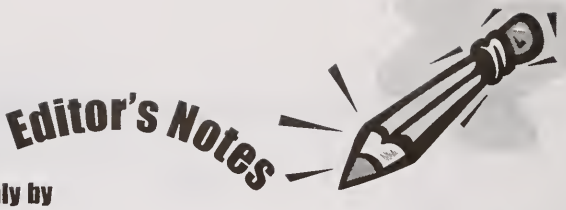
IT Manager: _____
(signature)

Training is needed for:

☐ Agency Oracle Developer
☐ Continuing education opportunity. *(Agency will be billed for training)*
☐ Agency contractor. *(Agency will be billed for training)*

Full Class Fee Will Be Billed To The Registrant Unless Cancellation Is Made Three Business Days Before The Start Date Of The Class.

Deadhead Completed Form To:
Community Ed
Helena College of Technology of The University Of Montana
Phone 444-6821 Fax 444-6892



Published monthly by

Information Services Division (ISD)
Department of Administration
Room 229, Mitchell Building, Helena, MT 59620
406-444-2700 or FAX 406-444-2701

This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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- ISD's Value Added Server**/guest/N&V**

To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st Friday of the previous month.

Printing & Distribution

960 copies were printed and distributed for $620.

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http://www.state.mt.us/isd/current/news

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6127

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